NATURAL NEWS

The Field Museum
Exploring
The Earth And Its
People

February 2, 1996

WINE AND CHEESE DEBUT WITH THE EDITORS -- *NOT!*

Nonetheless, the Policy Manual is here.

Through great collaborative effort by staff throughout the Museum, *Who's Who & How To: A Basic Guide to Museum-wide Policies and Procedures* has been published. This handy reference to commonly-used policies, procedures and information was presented to the President, Vice Presidents and Directors on January 22 and has also been placed in the Library. Over the next several weeks departments throughout the Museum will receive their own copies. Many, many thanks to all those who contributed to this effort.

Do you want to know who is on the Personnel Committee? See section B2b which lists the membership of Museum-wide committees. Are you having telephone problems? Check out section F1, "Fixing things." The issues addressed in the manual range from the mission of the Museum to how to dispose of cardboard boxes. The eight sections are: Mission, Ethics and Affirming Diversity; People and Organizational Structures; Safety: Emergencies, Accidents and Hazards; Money Matters; Writing/Publications; Departmental Services; Miscellaneous -- But Important!; and Indices.

The policies and procedures are grouped around commonly occurring questions or tasks, groupings which are interdisciplinary. For example, procedures from different departments (e.g. Personnel, Administrative Services, and Education) are referenced to solve the problem, "When you need another pair of hands" (Section B5).

Policies and procedures will continue to be communicated to staff through the *Natural News.* The three-ring binder format of the *Basic Guide* should make it easy to insert new items and the manual will be updated as warranted. The page numbering is the section number (e.g. B5a for "Recruiting Process") in order to accommodate future additions and revisions.

The beautiful graphics on the cover and section tabs were designed by **Mary Chiz.** The mammoth job of printing the cover, tabs *and* contents was done by **Ed Czerwin** and **Andy Medina** in the Print Shop.

In addition to the *Basic Guide,* a *Complete Policy and Procedures Manual* is being assembled and will be placed in the Library for reference when complete. An index to the contents of this Manual is located in the Indices section of the *Basic Guide.* Please review these materials and let us know if you feel that something significant has been omitted. *Continued on next page*

Policy Manual continued

All policies and procedures of Museum-wide significance that affect the administrative, fiduciary and/or legal responsibilities of the Museum should given to **Carolyn Klyce** in the Office of Board Relations and Polices located in the President's Office. To guide your understanding of what should be included, we are reprinting a policy written by **President Sandy Boyd** and approved by the Executive Committee of the Board of Trustees on January 5, 1996:

> Museum-wide policies are either adopted by the Board of Trustees or by the President. Those policies which are basic to the Museum's mission and operation are adopted by the Board. Other Museum-wide policies are adopted by the President. Whenever appropriate, the President will notify the Board or the appropriate Board committee of the adoption of a policy by the President.
>
> Within the Museum, divisions and departments may adopt policies administratively which do not conflict with Museum-wide policies adopted by the Board or the President. They will be reported to the President. In order to assure congruity and compliance all Museum policies will be maintained in the Office of Board Relations and Policies.

Please note: Neither the *Basic Guide* nor the *Complete Policy and Procedures Manual* is intended to be exhaustive of what *should* exist, but rather reflect what Museum-wide policies and procedures *have been developed to date.* Individual departments also have their own procedures.

Once again, we deeply appreciate the assistance of all the people throughout the Museum whose many contributions are reflected in these pages. Comments or questions? Please feel free to call us.

The Editors of A Basic Guide -- **Carolyn Klyce** (x642) and **Marilyn Martinson** (x524)

TAX FORMS AND INFORMATION

It's getting to be that time again, and it won't be long until April 15 is here. Federal tax forms as well as explanatory publications can be sent to you with no charge by calling 1-800-829-3676 and asking for the relevant forms. For questions, Chicagoans can call 435-1040, and elsewhere in Illinois, 1-800-829-1040 (TDD 1-800-829-4059). You can also pick up tax forms, as well as ask questions of an IRS agent, at 230 South Dearborn Street. Believe it or not, the IRS also has a home page on the internet -- and its funny! (At least pre-audit.) You can download IRS forms from the internet to your computer.

For Illinois tax questions, call 744-6132 for information. Forms can be picked up at 121 North Lasalle.

Submitted by **Richard Koontz**

The *Natural News* is edited by **Carolyn Klyce** in the President's Office. The deadline for all submissions is Tuesday at noon. Printed on recycled paper.

Lake Shore Drive
IMPROVEMENT PROJECT

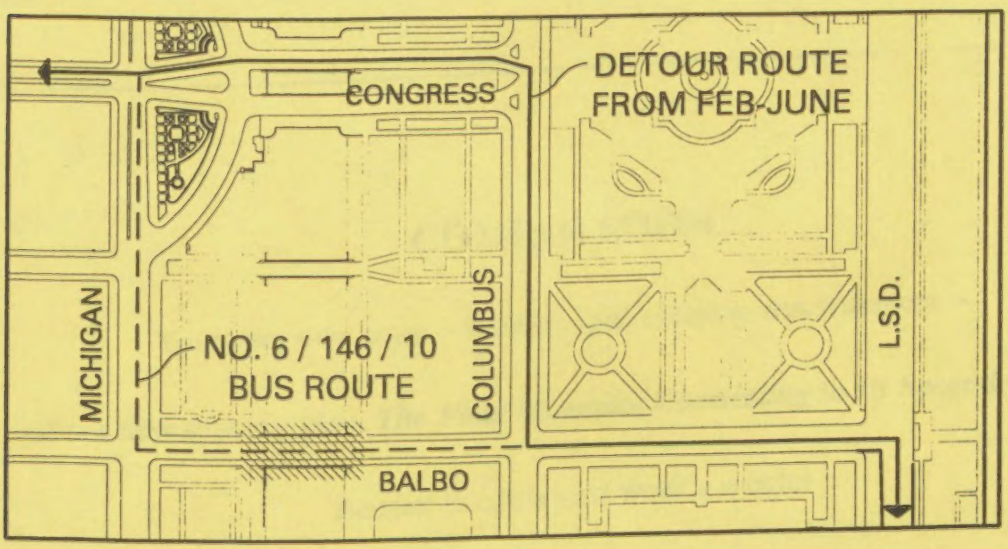
Memorandum to Staff and Volunteers regarding
Lake Shore Drive Relocation / Construction Coordination

Adler Planetarium
Field Museum
Shedd Aquarium

January 30, 1996 / **Memo No. 4**

As mentioned in the last staff update, another Chicago Department of Transportation project is about to take place which may impact our visitors' and your route to the Museums. ***The reconstruction of the Balbo viaduct over the Metra tracks*** is anticipated to begin in early February - the exact date is not yet available. This will entail closing Balbo to traffic between Columbus Drive and Michigan Avenue. Alternate pedestrian and automobile routes to and from Lake Shore Drive will be via Congress, Jackson, or Monroe.

The CTA bus routes for the No.'s 146, 6, 14 and 10 buses will be changed slightly during this construction period. The buses will no longer turn onto Michigan Avenue - they will travel north and south between Balbo and Congress on Columbus Drive instead. Please see the attached diagram. Work on the Balbo viaduct is expected to be complete by late June/early July, 1996.



As part of the Lake Shore Drive Relocation project, **the construction of a new Roosevelt Road viaduct over the Metra tracks, from Indiana to Lake Shore Drive, will also begin in February**. There will be no immediate traffic impact due to this work until *after* March 15, when Columbus Drive will be closed south of Balbo. Details on that closure will be provided in the next staff update, as work progresses.

CENTER FOR EVOLUTIONARY AND ENVIRONMENTAL BIOLOGY

BIELER RECEIVES NATIONAL SCIENCE FOUNDATION AND SMITHSONIAN AWARDS

Rüdiger Bieler (Zoology) and Research Associate **Tim Collins** (who recently started in his new faculty position at Florida International University) just received word from NSF that their grant proposal for a phylogenetic analysis of gastropods has been approved. The new three-year/$200,000 award will allow to expand the ongoing fine-morphological studies (under Rüdiger's current NSF grant for histological research) to include combined morphological and molecular analyses. Rüdiger also learned that he received a Smithsonian award to fund his field research at the Smithsonian Marine Station in Florida. The grant allows for several weeks of research at the station in Ft. Pierce and in the Florida Keys, with full use of the Smithsonian's Florida laboratories and research vessels. This marks Rüdiger's tenth outside grant since coming to The Field Museum.

PATTERSON ELECTED PRESIDENT

Bruce Patterson (Zoology/Mammals) was recently elected President of the Society for the Study of Mammalian Evolution. Incorporated in 1992 by scientists based in Puerto Rico, New York, and Paris, this international society has the goal of facilitating the communication of ideas and comparative data from the various disciplines studying mammalian evolution, including paleontology, neontology, and molecular biology. Its primary products to date have been several interdisciplinary symposia and the *Journal of Mammalian Evolution.* Bruce is the society's first president.

COMING SOON

Your very own copy -- for each staff member and volunteer --

Of our new strategic plan, ***The Field Museum: Connecting in Its Second Century***

Be sure to catch next week's article!

Thanks!

Thanks so much. You have all been great! So helpful, friendly and professional to work with. I'll miss you.

Marcy Sperling

REMINDER –

MEMBERS' NIGHT PLANNING MEETING

To all Museum Department Managers and Supervisors:

There will be a Members' Night planning meeting on Tuesday, February 6 at 9:30 a.m. in Conference Room I. Information packets and a schedule of deadlines will be distributed at that time. Please have a representative from your department in attendance to receive the information. Call the Membership Department (x453) if you need more details.

Congratulations!

To **Lara Furniss** of Exhibits, on the picture and article in the Sunday, January 28, 1996 *Chicago Tribune* which features *Precious Bane*, a play at the Lifeline Theatre (312/761-4477) in which Lara appears.

Reminder: All staff and volunteers are welcome to submit articles about their activities. These items will be printed as space permits.

EMPLOYEE ANNIVERSARY
February 1996

Thatcher Waller	Exhibits	5 years